



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATIVE ASSISTANT

Posting Number

PN# 110048

Department

Health & Human Services

Division

Director's Office

Section

Quality Assurance and Auditing

Reporting Location

8000 N. Stadium Dr., 8th Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Performs professional administrative functions related to the development and implementation of policies and procedures in the assigned department.

CORE FUNCTIONS

- Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations.
- Provides support for the Quality Assurance Division, team members and Quality Assurance Committee.
- Organizes and maintains all financial and clinical review materials in preparation for audit.
- Creates and maintains Quality assurance review materials and monitoring tools.
- Creates and maintains excel spreadsheets and access database.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP2-2).

PREFERENCES

- Knowledge of Microsoft Office Software (Word, Excel, Access).
- Quality Assurance experience.
- Experience working with confidential information.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 17

\$992 - \$1,817 Biweekly \$25,792- \$47,242 Annually

OPENING DATE

April 19 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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